

# INSTRUCTION SHEET

## TAXICAB, VEHICLE FOR HIRE, OR VEHICLE

### A. DRIVER'S LICENSE

1. PICK UP APPLICATIONS AT CUSTOMER SERVICE OFFICE. A FEE OF \$20.00 FOR EACH DRIVER'S LICENSE IS TO BE PAID AT THIS TIME.
2. ALL DRIVERS MUST HAVE A CURRENT STATE CHAUFFEURS LICENSE.
3. APPLICATION IS COMPLETED IN DUPLICATE AND TAKEN TO THE CITY POLICE DEPARTMENT.
4. LICENSE IS ISSUED BY POLICE DEPARTMENT.

### B. OPERATOR'S PERMIT

1. APPLICATION IS PICKED UP AT CUSTOMER SERVICE OFFICE.
2. COMPLETE APPLICATION AND HAVE NOTARIZED. ALL QUESTIONS MUST BE ANSWERED AND ALL INFORMATION REQUESTED MUST BE FURNISHED.
3. INSURANCE COVERAGE MUST BE ATTACHED TO APPLICATION.
4. APPLICATION IS THEN TAKEN TO CUSTOMER SERVICE OFFICE, WHICH WILL BE REVIEWED FOR APPROVAL BY ADMINISTRATOR AND CHIEF OF POLICE.
5. PAYMENTS ARE MADE TO CUSTOMER SERVICE DIVISION FOR THE FOLLOWING:
  - A. REGISTRATION FEE \$10.00 PER VEHICLE, DUE TWICE YEARLY, MARCH & SEPTEMBER.
    1. A REGISTRATION NUMBER WILL BE ISSUED ON EACH VEHICLE, AND IS TO BE PLACED ON VEHICLE SIDES.
  - B. OPERATOR'S PERMIT FEE \$10.00, DUE TWICE YEARLY, MARCH & SEPTEMBER.
    1. OPERATOR'S PERMIT NUMBER, AND UNIT NUMBER WILL ISSUED ON EACH VEHICLE, AND IS TO BE PLACED ON VEHICLE FRONT, BACK, AND BOTH SIDES.
  - C. VEHICLE INSPECTION FEE \$20.00 PER VEHICLE, DUE TWICE YEARLY, MARCH & SEPTEMBER.
    1. ALL VEHICLES WILL BE INSPECTED BY THE POLICE DEPARTMENT UPON APPOINTMENT.
    2. UPON APPROVED INSPECTION, POLICE DEPARTMENT WILL PLACE AN INSPECTION STICKER ON EACH VEHICLE.
6. UPON APPROVAL OF OPERATORS PERMIT AND VEHICLE INSPECTIONS, ALL PERMITS WILL BE MAILED TO BUSINESS OWNERS.